

Policy name: Health and Safety Policy Summary

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

Revision 3 approved by Trinity Academic Council 13th May 2020

1. Context

- 1.1 The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, is committed to pursuing high standards of health and safety management that are open, supportive and empowering, and responsive to the Academy's work environment. The objective is to comply with its statutory obligations, and beyond this to work continually towards achieving and maintaining best practice in the higher education sector in this regard.
- 1.2 Section 20 of the Safety, Health and Welfare at Work Act 2005 (the 'Act'), requires an employer to prepare a written statement (the 'Safety Statement') to safeguard the health and safety at work of its employees and of other people at the workplace from time to time, including students, visitors, contractors and members of the public.
- 1.3 This document is a Policy Summary of the 'Safety Statement of the Royal Irish Academy of Music', approved and adopted by the Board of Governors, and should be read in conjunction with that Statement, which details those staff having specific responsibilities in relation to Safety, Health and Welfare at Work in the Academy, provides operating documentation, risk assessments, procedures and records, and describes in detail the health and safety management system in operation at the Academy, including emergency evacuation procedures (see 5.2 below).

2. Purpose and Principles

- 2.1 Pursuant to 1.2 above, this Safety Statement represents a commitment by the Academy to seeking to ensure their health and safety while on Academy premises.
- 2.2 The ultimate responsibility for the implementation of the Academy's Safety Statement and ensuring its compliance with the health and safety legislation rests with the Board of Governors. The Director of the Academy is charged by the Board to ensure that the health and safety measures set out in the Safety Statement are met through efficient and effective management arrangements.

3. Scope

- 3.1 This policy applies to all aspects of the Academy and its activities, including off-campus activities, except that during off-campus activities, the Health and Safety Policy of the location in which they take place, if a separate legal entity, will also apply (for example, the National Concert Hall).

4. Benefits

- 4.1 The Safety Statement ensures high standards of health and safety are maintained within the Academy.

5. Policy

- 5.1 In the context of 2.2 above, efficient and effective management means:
- (i) embarking on a process of continuous improvement;
 - (ii) showing leadership and commitment to managing health and safety on a day-to-day basis and at a strategic level, and leading by personal example;
 - (iii) in accordance with section 19 of the Act, using the process of informed risk assessment to design out hazards, and to achieve appropriate controls over risks that cannot be eliminated;
 - (v) facilitating the involvement of all employees in decisions affecting their health and safety at work, communicating effectively with them, and entitling them to decide on, select and appoint a Safety Representative(s) to represent them in consultations on matters relating and pertaining to health and safety at the Academy;
 - (vi) in accordance with section 9 of the Act, deploying a wide range of communication techniques and strategies to reach staff, students and key stakeholders and to target information in the most appropriate manner;
 - (vii) in accordance with section 18 of the Act, providing competent personnel (eg Safety Officer(s)) and offering effective training, professional development and support, wherever possible from within existing staff resource, but with recognition that some circumstances may require external specialist advice;
 - (viii) improvements in the Academy's health and safety management arrangements being identified via a planned strategy, and tracked by a Safety Committee;
 - (ix) these arrangements being subject to internal monitoring and auditing throughout the Academy, and the outcomes from these processes, informing and improving management practices as part of the commitment to continual improvement. From time to time, the Academy may also undertake appropriate benchmarking and external auditing exercises;
 - (x) the Academy endeavouring to ensure that adequate resources are provided to support this Safety Statement.
 - (xi) ensuring that employees are aware of and familiar with their own responsibilities and obligations under health and safety legislation, as set out in section 3.3 of the Academy's Safety Statement.
- 5.2 All staff and students of the Academy should be aware of the Emergency Procedures and be ready to follow them if an emergency occurs. These are designed to ensure the safety of people in the building during emergencies by co-ordinating and controlling the building evacuation until the appropriate emergency services arrive. Emergency Procedures will be prominently displayed in the Academy at all times.
- 5.3 This Safety Statement will be reviewed regularly by the Safety Committee, and revised or updated as necessary, for submission to the Board of Governors for approval.

- 5.4 The Safety Officer will give advice and information on how to comply with this Safety Statement, but everyone, particularly those in a management or supervisory position, has a responsibility for seeking to ensure compliance in the areas in which they work.
- 5.5 Health and safety management should provide a very positive contribution to the overall efficient and effective management of the Academy. Non-compliance with the Safety Statement will therefore be viewed as a serious matter, ultimately subject to the Academy's disciplinary procedures for staff and for students, as appropriate.

6. Responsibility

- 6.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.

7. Legislation and Regulation

- 7.1 [Safety, Health and Welfare at Work Act, 2005.](#)
- 7.2 [Employment Equality Act 1998 2011.](#)
- 7.3 [Qualifications and Quality Assurance \(Education and Training\) Act 2012.](#)
- 7.3 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\).](#)

8. Related Documents

- 8.1 Internal Control and Risk Management Policy.
- 8.2 Safety Statement of the Royal Irish Academy of Music.
- 8.3 Alcohol and Drugs Policy.

9. Document Control

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